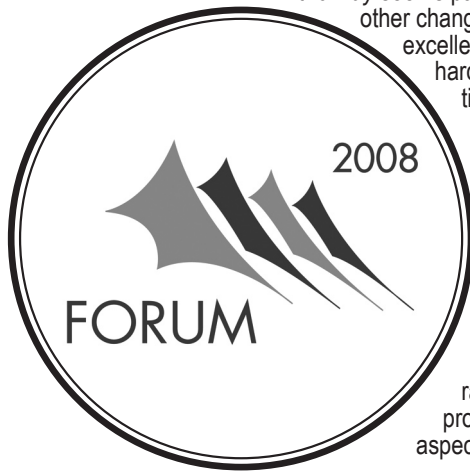

Dear Forum Participant:

Welcome to the 20th Public Procurement Forum. Our theme *Navigating shifting tides – Virginia leading the way* seems particularly appropriate this year in light of economic uncertainties and other changes that challenge us as we strive to continue Virginia's tradition of excellence. To surpass previous achievements requires dedication and hard work; we believe the Forum, with its outstanding program of education, networking opportunities and practical lessons to apply to your work and your life, will help contribute to your success.



We open with a compelling keynote address from Julio Melara, one of America's top motivational speakers. A true rags-to-riches story, Julio will quickly engage you as you listen and learn how to excel and endure in a changing world. The Forum features a strong line-up of professional speakers presenting workshops on such diverse topics as government social responsibility, supplier diversity from the vendors' perspective, green procurement and business intelligence as a tool to help you do business in the face of rapid change. In addition, we present a solid program of procurement professional topics designed to address some of the more challenging aspects of conducting successful procurements in the public sector.

From a personal perspective, you will have the opportunity to learn how to achieve positive outcomes from meetings, balance work/life demands, and express yourself in writing and as a public speaker. We also will explore how procurement professionals can successfully transition into strategic organizational roles and how professional certification programs can assist with your career development.

Virginia leading the way is more than a slogan; it is a statement of purpose for the Administration. As procurement professionals, we are in a unique position to dramatically impact the outcome of billions of dollars in purchasing decisions. The goal of the Forum is to offer content to help you contribute to Virginia's continuing leadership role in public governance. Enjoy the Forum!

Sincerely,

Ron Bell

What's Inside the 2008 Forum Guide

Welcome to the 2008 Forum		1
	Featured Speakers	4
	Evaluations	9
	Information Desk	9
	Forum 2009.....	11
Section One	Sunday Pre-Forum Session	13
Section Two	Forum Schedule	15
	Detailed Schedule	18
	Table Talk.. ..	26
	Floor Plans	28
Section Three	Session Descriptions	31
	Monday Sessions	31
	Tuesday Sessions	36
	Wednesday Sessions	39
Section Four	Virginia Institute of Procurement	43
	VCA/VCO Recertification	43
	2009 Course Schedule	44
Section Five	More Information	47
	Speaker Directory	47
	DPS Staff List	50
Section Six	Forum Notes	
Section Seven	Evaluations and Attendance Form	
	Attendance Form = Gray	
	Workshop Evaluation = Blue	
	Forum Evaluation = White	

Forum Team

2008 Forum Management

Richard F. Sliwoski, P.E., Director
Department of General Services

W. Ron Bell, Director
Linwood J. Spindle, Deputy Director
Division of Purchases and Supply

David A. Nims, Director, Administration and Development
Linda M. Morris, Learning and Development Manager
Forum Co-Directors, DGS/DPS
Suzie Gleason, Learning and Development Consultant
Marketing and Expo Director, DGS/DPS

Forum Staff

Christine Anderson	DGS/DPS	Administrative and Registration Support
Frances Boynton	DGS/DPS	Administrative Support
Tim Deely	DGS/DEB	Technical and Audio/Visual Support
David Foster	DGS/DPS	Forum Website and Publications Support
Matt Manion	DGS/DPS	Session and Workshop Proctor Coordinator
Sherie Sensabaugh	DGS/DPS	Administrative and Registration Support

Proctors

Kirby Battle	DGS/DPS	Tina Mizelle	DGS/DPS
Vicki Beasley	DGS/DPS	Chris Nichols	DGS/DPS
Betsy Bratton	DGS/DPS	Bob Parolisi	DGS/DPS
Fran Finch	DGS/DPS	Steve Scott	DGS/DPS
Lucinda Garwood	DGS/DPS	Pete Stamps	DGS/DPS
Glenn Hinton	DGS/DPS	Gwen Terreforte	DGS/DPS
Jessica Milburn	DGS/DPS	Adrian Trimiew	DGS/DPS
Torrey Miller	DGS/DPS	Cindy Wilson	DGS/DPS
Warren Mitchell	DGS/DPS		



What's Noteworthy at the 2008 Forum

Attendance Documentation

Forum 2008 features a change in the way attendance is documented for recertification. Following the trend of national certifying organizations, certificates will not be distributed on the last day of the Forum; instead, the Program Guide contains tear-out forms printed on gray paper and located in Section Seven of the Program Guide:

- **Certification/Recertification Point Allowance Documentation** – serves as a cover sheet for submitting your Forum attendance record for certification/recertification.
- **Sessions Attended** – four sheets that allow you to record each session you attend throughout the Forum. The number of session hours attended and recorded is directly related to the number of recertification hours or points earned. You will need to submit these sheets as part of your Certification/Recertification Point Allowance Documentation.

Note: Be sure to sign the workshop rosters and complete workshop and conference evaluations.

General Session Speaker

General Session Speaker

Monday, November 17, 2008

Julio Melara – “Excelling and Enduring in a Changing World”



A man of passion, Julio Melara is one of today's leading motivational speakers and foremost authors on true success. His dynamic, enthusiastic and relentless commitment will have you on your feet in minutes.

Born in New Orleans, Louisiana in 1964, Julio is the second of three children born to Honduran immigrant parents. At the age of four his father left and he was raised by his mother, Yvonne Guillen. Her love, work ethic and constant encouragement helped him overcome several hardships including a stuttering problem and no money for college after graduating from high school.

He started selling at the age of eleven. By the time he was 27, he had broken every sales record in the 72-year history of WWL-Radio, the second oldest radio station in America. The following year, he became the first million-dollar producer in the Louisiana radio industry.

Julio is an entrepreneur, publisher, top-selling author, devoted husband and proud father. He has shared the platform with such distinguished Americans as Zig Ziglar, Secretary of State Colin Powell, Brian Tracy, Legendary Basketball Coach John Wooden, Steve Forbes, plus numerous professional coaches and business leaders who are at the top of their game.

In today's fast-paced changing world, making sure you are keeping your focus on top priorities is not an option if you're going to succeed. Listen as Julio shares with us two of the biggest pitfalls that can impede your progress and challenges us with the essential priorities to excel in the future.

What's Noteworthy at the 2008 Forum

Workshop Speaker

Monday, November 17, 2008

Barbara E. Williams – “We Have to Stop Meeting This Way! – Five Tips for Adding Value to Your Meeting Time”



Barbara Williams is an energetic and enthusiastic international speaker, trainer, executive coach, and a partner in Global Associates, Inc., a Richmond-based professional and organizational development firm. In addition, she has been an adjunct professor with the Management Institute at the University of Richmond since 1983. Whether coaching, team building, or presenting programs, Barbara's focus for her clients is results-oriented with emphasis on positive outcomes. She has both undergraduate and graduate degrees in business management and adult education with minors in psychology from Virginia Commonwealth University. In addition, she is certified in Myers-Briggs Type Indicator, Level III, and professional negotiations skills from Harvard Law School. She also serves as a mediator for area companies interested in resolving conflict with a positive impact.

With more than 30 years experience in business and education, Barbara brings practical first-hand knowledge to her programs in communications, motivation, leadership, coaching, and team development. In addition, she provides executive coaching and consulting to a variety of clients both in the U.S. and abroad. Barbara has published articles on oral and written communications in both magazines and corporate publications and continues to research and study ways “to help people get the most out of what they invest.” Her motto is, “if not now, when?”

Workshop Speaker

Monday and Tuesday, November 17 & 18, 2008

Dr. Donna McCarthy, CPPO, CPPB, C.P.M. – “Social Responsibility and My Procurement Organization – What Is It and Why Should I Become Involved?”

“Procurement Benchmarking, Business Processes and Key Performance Indicators – Revealed!”



Dr. Donna McCarthy, CPPO, CPPB, C.P.M., is currently the Managing Director of the Procurement Management Assistance Program (PMAP) for the National Institute of Governmental Purchasing (NIGP). She has served as the Director of Research and Technical Resources for NIGP and has worked in the procurement field for over 26 years, serving in both the public and private sectors. She holds a Ph.D. from the University of Central Florida in Public Affairs with a dissertation on Socially Responsible Expenditures of Public Funds at State and Local Levels of Government. Dr. McCarthy is the 2006 recipient of the Hans Ovelgonne Award for Research in Public Procurement from the International Federation of Procurement and Supply Management.

What's Noteworthy at the 2008 Forum

General Session and Workshop Speaker

Tuesday and Wednesday, November 18 & 19, 2008

Jon Hansen – “Yes, Virginia! There Is More to eProcurement Than Software”

“The Purchasing Professional – Making the Transition from a Functional Role Player to a Strategic Leader”

“Business Intelligence is Intelligent Business”



Jon Hansen has been generating substantial savings for companies since he entered the high technology sector in 1983. Featured on Canadian Broadcasting Corporation's Venture program for his innovative procurement initiatives, Jon has held several senior executive positions including President of a publicly traded corporation. His well-rounded experience and expertise has garnered critical acclaim both domestically and internationally, including being honoured as an Ottawa finalist for the Ernst & Young Entrepreneur of the Year Award in 2004 and 2005. Recognized as a leading international authority on improving supply chain practice, Jon is often retained by organizations such as the Purchasing Management Association of Canada (PMAC), and the National Institute of Governmental Purchasing (NIGP) to provide seminars and courses based on his highly popular Conference Series. Jon is the author of the Procurement Insights Blog (<http://procureinsights.wordpress.com/>) which reaches 300,000 syndicated subscribers each month worldwide, and is currently available in English, Chinese, Portuguese, Russian and Spanish. The Blogged Rating Service has ranked Procurement Insights as the top supply chain/procurement blog in North America.

6

Workshop Speaker

Tuesday, November 18, 2008

Val Walker – “Keeping an Even Keel - Managing Tension on the Job”



Val Walker holds a Master of Science degree in Rehabilitation Counseling from Virginia Commonwealth University, with specialized study in loss and life transitions. Previously, as a Certified Rehabilitation Counselor, she has guided Veterans Affairs clients with service-related disabilities in their major transitions from military to civilian life. She has facilitated bereavement support groups at the Massey Cancer Center, Medical College of Virginia, and served there also as an interviewer/researcher in a national study of grief and depression. With Jewish Vocational Service in Minnesota, she designed and implemented an accredited community-based rehabilitation program. Later, she developed support groups for coping with illness and caregiver stress, and trained group facilitators as a bereavement coordinator at a hospice in

Maine. Recently, she has devoted more time to speaking and writing about managing tension on the job.

What's Noteworthy at the 2008 Forum

Workshop Speaker

Tuesday, November 18, 2008

Scot Case – “In a World Gone Green...Who Are You Going to Trust?”



Scot Case is an internationally recognized expert on responsible sourcing, green supply chains, and environmental marketing with nearly 15 years of professional experience. As Vice President of TerraChoice, Scot helps connect purchasers seeking more environmentally and socially responsible products with the manufacturers supplying them.

Scot has delivered more than 250 keynote speeches, full-day trainings, and presentations throughout the United States and abroad to audiences of up to 1,000 people. He has published more than four dozen articles, case studies and book chapters. As a consultant to the U.S. Environmental Protection Agency, he wrote an extensive series of reports documenting the growing environmental purchasing movement. He currently writes a regular feature in Government Procurement magazine called “The Green Purchaser.”

In 2002, he helped launch the North American Green Purchasing Initiative (NAGPI), a network of organizations working to accelerate the demand for safer, more environmentally preferable products. In 2005, he launched the Responsible Purchasing Network, a group of influential purchasers using their purchasing power to buy better goods and services. He is also a founding board member of the International Green Purchasing Network.

Workshop Speaker

Tuesday, November 18, 2008

Gloria Berthold – “Enhancing the Outcome of Your Supplier Development Program or Just How Do They Eat That Elephant?”



Gloria Berthold is President of TargetGov, a national company providing government procurement, business development and marketing services. She works with government agencies and prime contractors in their outreach efforts directed to small, minority, women and veteran-owned businesses. She also assists government contractors navigate the government contracting maze. She serves as the national Procurement Committee Co-Chair for Women Impacting Public Policy, an organization representing over 500,000 members nationwide. She is author of “The Veterans Business Guide: How to Build a Successful Government Contracting Business” and has created a series of Government Business Development Audio CDs and Toolkits focusing on successful business development processes for federal contractors. She is an expert author with articles regarding business development published in local, regional, national and international publications.

Gloria is frequently interviewed for television and radio shows and is an often requested speaker at international, national, regional and local conferences. She has been quoted in numerous publications including Government Executive, USA Today and Business Monthly. Her many accolades include WIPP Member of the Year 2007, the Bravo Business Achievement Award 2007, one of Maryland's Top 100 Women in 2007 and 2004, and a Maryland's Top 100 Minority Business Enterprises in 2008 and 2006.

What's Noteworthy at the 2008 Forum

Dinner Speaker

Tuesday, November 18, 2008

Sandy Dumont – “Make a First and Lasting Impression”



Sandy Dumont's profession is to enable clients to look and act professional. A prolific writer, she has published four books including *Power Dressing Image System for Men*, *Image System for Professional Women*, *Tattletale Looks*, and *Makeup Secrets*. Her books and speaking style employ psychological insights into how humans perceive color, judge wardrobes, and incorporate (or don't) social norms into their daily lives.

From wardrobe to haircut to attitude, Sandy helps clients understand that projecting a positive, refined and serious image is vital to success in the business world. With numerous national television interviews and a syndicated column under her belt, Sandy is one of the most highly regarded image consultants in the world. Armed with 30 years of research and experience, Sandy delivers her messages clearly and profoundly. Fortune 500 companies retain her to

help them define their images, with the goal of winning and keeping business. Offering symposiums or one-on-one coaching, Sandy changes lives with her insight and advice.

Workshop Speaker

Wednesday, November 19, 2008

Norma J. Hall, CPPO, CPPB, C.P.M. – “The Value of Professional Certification”



Norma Hall is Program Manager for the Materials Management Office, Division of the Budget and Control Board for the State of South Carolina. She has worked for five state agencies during the course of her 34-year career and is currently responsible for establishing and recommending training programs for Procurement. She is also involved in Strategic Planning and Benchmarking for the Materials Management Office.

Norma is Chair of the Universal Public Purchasing Certification Council and one of three NIGP Representatives to serve on the Council. Norma served on the Board of Directors of NIGP from 1999-2008, and is the 2005-2006 Past President of NIGP. She was a founding member of the National Council for Public Procurement and Contracting (NCPPEC) and served from 2005-2008, and served on the Lewis E. Spangler (LES) Foundation in 2006-2008. She is a

Master Instructor and has been teaching for NIGP since 1986. In 1998, Norma was named Purchasing Manager of the Year for NIGP.

Norma has made presentations to many Chapters of NIGP on procurement and management topics, as well as presentations to private companies that are interested in learning “How to do Business with the Government.” Norma's passion is professional development and professional recognition for those in the Procurement field.

What's Noteworthy at the 2008 Forum

Workshop Speaker

Wednesday, November 19, 2008

Alan H. Culpeper, CPPO, VCO – “Public Speaking – Not Worse Than Death”



Alan H. Culpeper, CPPO, VCO, is Director of Procurement for Culpeper County, Virginia. As a procurement professional and instructor for the National Institute of Governmental Purchasing, Mr. Culpeper provides insights and solutions for a changing purchasing workforce. His sessions help purchasing professionals focus on enhancing their understanding and skills in government purchasing and improve their efficiencies. With an unshakeable belief in the ability of all public purchasing professionals to do great things, his public speaking workshop promotes confidence, challenges minds and guides positive outcomes.

Forum Guide

Everything you need to know about general sessions, workshops, meals, meeting places, and times can be found in your Forum Guide. Plan to carry it with you throughout the Forum. “Notes” pages in a separate section near the back of the guide can be used during sessions and workshops. Evaluation Forms and Attendance Documentation Forms are located in the last section.

In addition, be sure to pick up a floor plan and list of exhibitors when you enter the Supplier Expo on Tuesday. This information is supplemental to your Forum Guide and will be needed to help you navigate the Expo in Exhibit Hall B.

Navigating the Forum

General sessions are held in Ballroom A-C on the second floor of the Convention Center. All workshops are held in conference rooms and classrooms on the first floor of the Convention Center. Refer to floor plans on pages 28 – 29 and to directional signs posted at various locations to help you navigate the Forum with ease. In addition, the Convention Center has electronic door signs, which will display the name of the current session to aid you in locating your sessions of choice.

Information Desk

If you have questions or need assistance, come to the Forum Information Desk in the registration area located to the right of the grand staircase near the main entrance to the Convention Center. Staff from the Hampton Convention and Visitors Bureau also will be on hand Monday to assist you with directions to local restaurants and attractions. Refer to the floor plan on page 28 for details.

Evaluations

Color-coded Evaluation Forms are located in the last section of your Forum Guide. Workshop Evaluations are blue; the Forum Evaluation is white. Please complete an Evaluation for each workshop you attend and for the Forum. Comments about General Sessions should be entered on your Forum evaluation. Proctors will be available to collect evaluations at the conclusion of each workshop. Your ratings and comments will help us plan future events.

To receive your VCA or VCO re-certification points, you must include your complete name and affiliation on your Evaluation Forms.



What's Noteworthy at the 2008 Forum

Buyer Forum

The Buyer Forum begins with a general session on Monday, November 17 featuring Julio Melara, a top motivational speaker, delivering his inspiring presentation on how to excel and endure in a changing world. Luncheon on Monday presents the Governor's second annual SWaM awards program, showcasing efforts by state agencies to build their supplier diversity programs. Joe Watson, CEO of Without Excuses and StrategicHire, and author of *Without Excuses: Unleash the Power of Diversity to Build Your Business*, will deliver the keynote address.

Buyers can choose from over forty-five sessions throughout the Forum offering a wide variety of procurement and personal development topics. Tuesday also features Table Talk, the Supplier Expo, and a general session on how eVA stacks up against electronic procurement initiatives around the globe delivered by Jon Hansen of Ottawa, Canada.

Wednesday concludes at noon with the collection of Forum evaluations. Certificates will not be distributed at the Forum; instead, attendees will maintain Attendance Documentation to record the sessions attended. Attendance Documentation is located in the last section of the Forum Guide. Additional information about recertification points is located in Section Six – Virginia Institute of Procurement.

Supplier Expo

The Supplier Expo is scheduled for Tuesday from noon to 3:00 pm in Exhibit Hall B on the first floor of the Convention Center. Be sure to visit the many supplier booths to learn about goods and services available to your organization. The Expo features 100 SWaM suppliers to aid in your supplier diversity efforts. Expo events include a box lunch, buyer table talk in a special area at the center of the Exhibit Hall and an afternoon ice cream social.

What's Noteworthy at the 2008 Forum

Forum Courtesies

- The Forum is a non-smoking event.
- Smoking is permitted outside the Convention Center on the first floor and on the outside Terrace on the second level.
- Please turn off or mute your cell phone, Blackberry or other PDA during all Forum sessions. If you must respond to a call during a session, please get up and leave quietly.
- Your cooperation is greatly appreciated. Enjoy the Forum!

Forum 2009

The Public Procurement Forum 2009 will move west to The Hotel Roanoke & Conference Center in Roanoke, Virginia. Mark your calendar for November 15 - 18 and join us at this historic venue. Watch our website and your e-mail in the late spring announcing registration opening. <http://dps.dgs.virginia.gov/forum2009>.

Forum 2009 will be held at the The Hotel Roanoke and Conference Center, situated alongside downtown Roanoke in the heart of Virginia's Blue Ridge Mountains. Built in 1882, the beautifully restored Tudor-style Hotel Roanoke is proudly listed on the National Register of Historic Places.



The Hotel Roanoke and Conference Center

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The Virginia Department of General Services (DGS) makes it easier for government to do business – and Virginians to do business with government – by providing a broad range of services to citizens, the Commonwealth, and business.

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Citizen Services

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Newborn Screening
Public Auctions
Public Water Supplier Testing

Contact DGS

Visit the dgs.virginia.gov website for information and links to each of these services.

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Sunday Pre-Forum

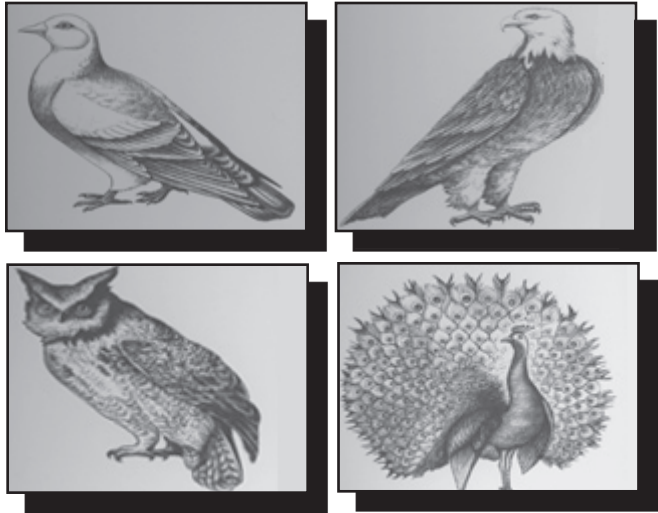
Sunday, November 16, 2008

1:00 – 5:00 pm	Registration/Information – Convention Center Lobby
1:30 – 3:00 pm	What Bird Are You? Relationship Strategies – Part I - Room 104 - 105
3:00 – 3:20 pm	Break
3:20 – 4:50 pm	What Bird Are You? Relationship Strategies – Part II - Room 104 - 105

Dinner on you own

What Bird are You? Relationship Strategies: The Art of Better Communication
Barbara E. Williams – Partner, Global Associates, Inc.

Would you like to substantially increase your ability to communicate with other people? Can you imagine the ways this might benefit you in your career, in your day-to-day dealings with people, and in your closest personal relationships? Relationship Strategies assembles a number of simple tools that can be easily applied to improve both business and interpersonal relationships. The tools presented will enable you to see yourself and your world through someone else's eyes and ears, and that can go a long way toward increasing communication effectiveness.





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Forum Agenda

Monday, November 17, 2008

7:00 am – 3:00 pm	Registration/Information Desk – Convention Center Lobby
8:00 – 9:15 am	Opening Session – Ballroom A-C
9:30 – 10:30	Workshops – Rooms 104-109 and Conference Rooms A-D
10:45 – 11:45 am	Workshops – Rooms 104-109 and Conference Rooms A-D
11:45 am – 1:15 pm	Governor's SWaM Awards Luncheon – Ballroom A-C
1:30 – 2:30 pm	Workshops – Rooms 104-109 and Conference Rooms A-D
2:45 – 3:45 pm	Workshops – Rooms 104-109 and Conference Rooms A-D
4:00 – 5:00 pm	Workshops – Rooms 104-109 and Conference Rooms A-D

Dinner on you own

Tuesday, November 18, 2008

7:00 am – 3:00 pm	Expo Registration/Information Desk – Convention Center Lobby
8:30 – 9:30 am	General Session – Ballroom A-C
9:45 – 10:45 am	Workshops – Rooms 104-109 and Conference Rooms A-D
11:00 am – 12:00 pm	Workshops – Rooms 104-109 and Conference Rooms A-D
12:00 – 3:00 pm	Expo, Lunch, Table Talk and Ice Cream Social – Exhibit Hall B
3:15 – 4:15 pm	Workshops – Rooms 104-109 and Conference Rooms A-D
6:00 – 8:00 pm	Dinner with Speaker Sandy Dumont – Ballroom A-C

Forum features continuous beverage service



Forum Agenda

Wednesday, November 19, 2008

8:00 am – 12:00 pm	Information Desk – Convention Center Lobby
8:30 – 9:30 am	Workshops – Rooms 104-109 and Conference Rooms A-B
9:45 – 10:45 am	Workshops – Rooms 104-109 and Conference Rooms A-B
11:00 am – 12:00 pm	Workshops – Rooms 104-109 and Conference Rooms A-B

Forum features continuous beverage service



Forum Partner



Bringing jobs and People Together

The Virginia Industries for the Blind (VIB is the Enterprise Division of the Department for the Blind and Vision Impaired (DBVI). VIB offers a cost-efficient purchasing program that enables people who are blind to work, and provides products and services to State and Federal customers.

VIB's Charlottesville manufacturing plant produces Residence Hall and Institutional mattresses, Pillows, Safety Vests and Wet Mop Heads.

(434) 295-5168

The Richmond manufacturing plant provides Mailing Handling Services (inserting, addressing, sorting, and order fulfilment), assembles writing Instruments and Mop Handles. Packaging Operations include non-sterile examination gloves, Spices and Seasonings.

(804) 786-2057

Contact information and most products can be viewed at the VIB website <http://www.vdbvi.org/vib>

Forum pens provided by VIB. **Expo booth 117.**

Forum Workshop Schedule

Monday, November 17		Morning Schedule	
Location	Room 104 -105	Room 106 -107	Room 108 -109
8:00 - 9:15	Opening Session (Ballroom A-C)		
9:30 - 10:30	-M01- We Have To Stop Meeting This Way <i>Williams</i>	-M02- Everything You Want-ed to Know About eVA Business <i>Barnett Hartman</i>	-M03- SWAM Round Table
10:45 - 11:45	-M01- We Have To Stop Meeting This Way <i>Williams</i>	-M07- All-Hazards Preparedness for State Agencies <i>Brown</i>	<i>Bell Hayes</i>
12:00 - 1:15	Lunch (Ballroom A-C)		

Forum Workshop Schedule

Monday, November 17		Morning Schedule	
Conference A	Conference B	Conference CD	Location
Julio Melara - Excelling and Enduring in a Changing World			8:00 - 9:15
-M04- Social Responsibility and My Procurement Organization <i>McCarthy</i>	-M05- How to Build a State Building <i>Coppa</i>	-M06- eVA Sandbox <i>Beasley Kemper Rodriguez Sievert Veney</i>	9:30 - 10:30
-M08- Progress Payments: Relief for Small Suppliers <i>McNutt</i>	-M09- Land Ho! - The Real [Estate] Story <i>Hess</i>		10:45 - 11:45
Governor's SWaM Awards Program			12:00 - 1:15

Forum Workshop Schedule

Monday, November 17 Afternoon Schedule			
Location	Room 104 -105	Room 106 -107	Room 108 -109
1:30 - 2:30	-M10- Anatomy of a Monster <i>Higgins Manion</i>	-M07- All-Hazards Preparedness for State Agencies <i>Brown</i>	-M11- APSPM and Vendor Manual Review <i>Blackwell Gagnon</i>
2:45 - 3:45	-M14- Challenges of Intent <i>Higgins</i>	-M15- Performance Based Contracting <i>Locke Porter</i>	-M16- All Public Bodies' Energy Contracts <i>Barksdale Parolisi Thompson</i>
4:00 - 5:00	-M20- Navigating shifting tides... another Pcard vendor <i>Smith</i>	-M15- Performance Based Contracting <i>Locke Porter</i>	-M21- The General Assembly and Procurement <i>Gill Stamps</i>

Forum Workshop Schedule

Monday, November 17			
Afternoon Schedule			
Conference A	Conference B	Conference CD	Location
-M04- Social Responsibility and My Procurement Organization <i>McCarthy</i>	-M12- Benefits of eVA for Local Government <i>Field Kemper Miller Pareene</i>	-M13- eVA's Horn of Plenty <i>Hudson</i>	1:30 - 2:30
-M17- Green Energy Star Specifications <i>Sheppard</i>	-M18- Who Wants to Be a VDC Expert <i>Repak</i>	-M19- All Aboard! Buyers Set Sail to the Vendor Side of eVA <i>Veney</i>	2:45 - 3:45
-M11- APSPM and Vendor Manual Review <i>Blackwell Gagnon</i>	-M22- Procurement Management Review <i>Daniels Denny</i>	-M23- eVA Update & User Group <i>Caudill Sievert</i>	4:00 - 5:00

Forum Workshop Schedule

Tuesday, November 18		Schedule	
Location	Room 104 -105	Room 106 -107	Room 108 -109
8:30 - 9:30	Opening Session (Ballroom A-C)		
9:45 - 10:45	-T01- Keeping an Even Keel	-T02- VITA Update	-T03- In a World Gone Green... Who Are You Going to Trust
	<i>Walker</i>	<i>Edmonds Pippert</i>	<i>Case</i>
11:00 - 12:00	-T01- Keeping an Even Keel	-T02- VITA Update	-T07- The Purchasing Professional
	<i>Walker</i>	<i>Edmonds Pippert</i>	<i>Hansen</i>
12:00 - 3:00	EXPO & Lunch (Exhibit Hall B)		
3:15 - 4:15	-T11- Anatomy of a Monster	-T12- Getting It Right... or Is It Write	-T03- In a World Gone Green... Who Are You Going to Trust
	<i>Higgins Manion</i>	<i>King</i>	<i>Case</i>
6:00 - 8:00	Dinner (Ballroom A-C)		

Forum Workshop Schedule

Tuesday, November 18			Schedule
Conference A	Conference B	Conference CD	Location
Jon Hansen - Yes Virginia! There Is More to eProcurement than Software			8:30 - 9:30
-T04- Getting the Most Out of Your Graphic Design and Communication Budget <i>Ashton</i>	-T05- Procurement Benchmarking <i>McCarthy</i>	-T06- Enhancing the Outcome of Your Supplier Development Program <i>Berthold</i>	9:45 - 10:45
-T08- Community College Integration <i>Gill</i>	-T09- Fleet Forecast <i>Biggs Loveland</i>	-T10- Smart Moves In Tight Times <i>Ball Hayes</i>	11:00 - 12:00
EXPO & Lunch (Exhibit Hall B)			12:00 - 3:00
-T13- Going to the Next Level in eVA <i>Caudill</i>	-T05- Procurement Benchmarking <i>McCarthy</i>	-T14- GSA's State and Local Purchasing Programs <i>Bourne</i>	3:15 - 4:15
Sandy Dumont - Make a First and Lasting Impression			6:00 - 8:00

Forum Workshop Schedule

Wednesday, November 19		Schedule	
Location	Room 104 -105	Room 106 -107	Room 108 -109
8:30 - 9:30	-W01- Public Speaking- Not Worse Than Death <i>Culpeper</i>	-W02- Everything You Wanted to Know About eVA Business <i>Barnett Hartman</i>	-W03- INVENTORY: Manage It or It Will Manage You <i>Repak</i>
9:45 - 10:45	-W06- Getting it Right... or Is It Write <i>King</i>	-W07- What Method Is It <i>Giffin</i>	-W08- Business Intelligence Is Intelligent Business <i>Hansen</i>
11:00 - 12:00	-W01- Public Speaking- Not Worse Than Death <i>Culpeper</i>	-W10- A Prescription for Health- Procuring Health Benefits <i>Hinderliter</i>	-W11- eVA Round Table <i>eVA Core Team</i>

Forum Workshop Schedule

Wednesday, November 19		Schedule	
	Conference A	Conference B	Location
	-W04- Just in Case: Exploring Legal Issues in Procurement <i>Westrick</i>	-W05- Financial Intelligence: Life Cycle Cost <i>Gagnon</i>	8:30 - 9:30
	-W04- Just in Case: Exploring Legal Issues in Procurement <i>Westrick</i>	-W09- The Value of Professional Certification <i>Hall</i>	9:45 - 10:45
	-W12- Contract 911 <i>Deloach Spindle</i>	-W09- The Value of Professional Certification <i>Hall</i>	11:00 - 12:00



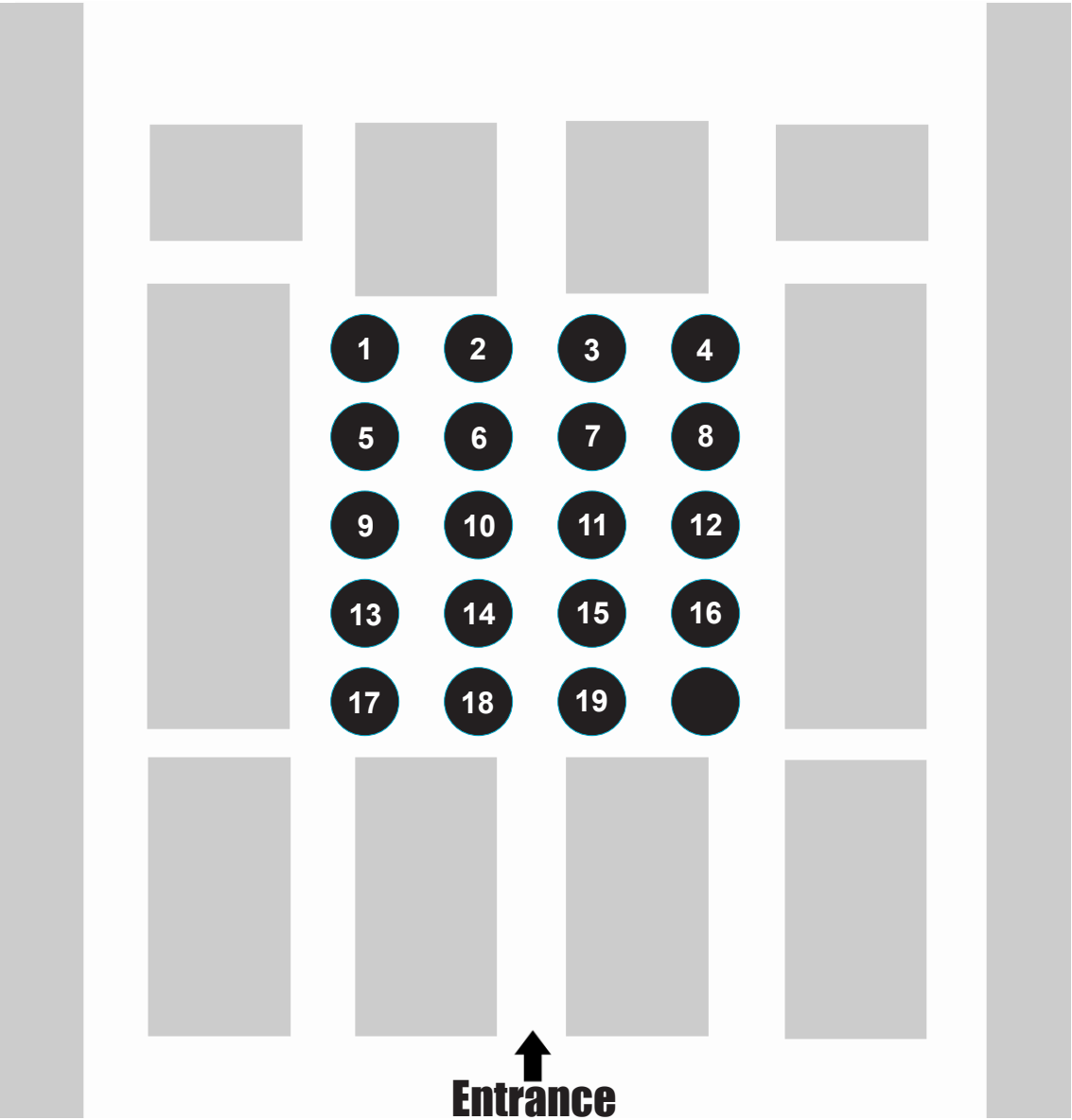
Table Talk Topics and Subject Matter Experts

"Table Talk" scheduled for Tuesday during the Expo is a networking opportunity for buyers to discuss procurement issues with subject matter experts. Each numbered round table in Exhibit Hall B will host one topic; there are 19 topics in all. Tables are located in the center of the Exhibit Hall and are numbered to correspond with the topics in the list below. Participants can circulate around the hall visiting supplier booths and drop by table talk to ask questions and join discussions on the topics most important to them. Table Talk will be available between 12:00 and 2:00 pm. See the diagram on page 27 for the location of Table Talk tables.

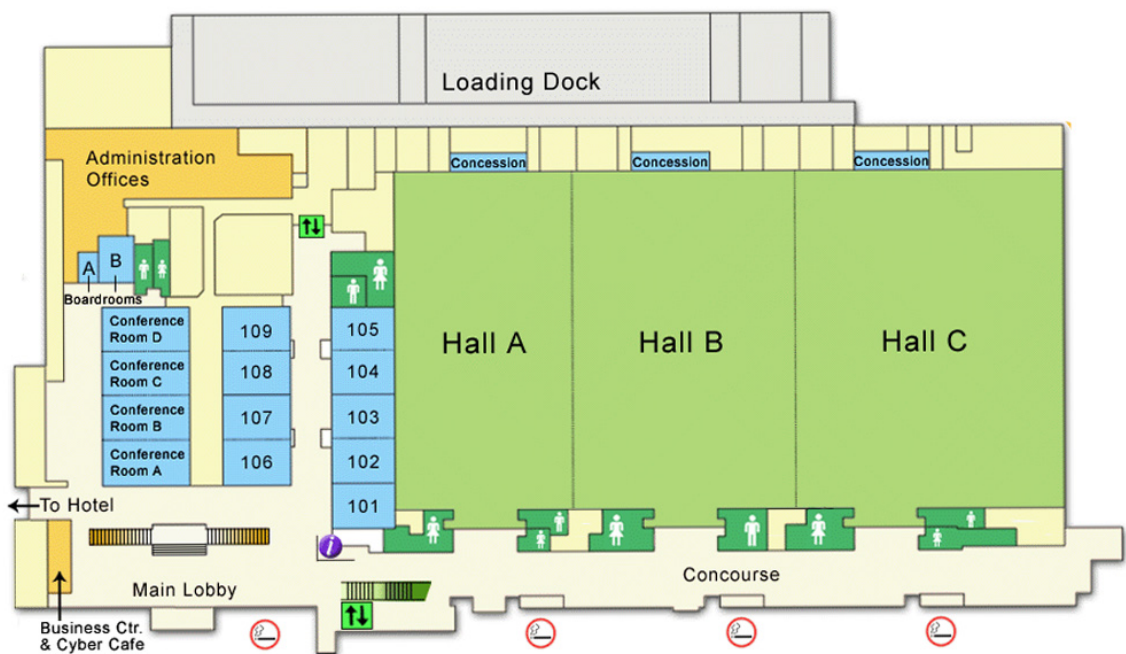
Table Number	Table Topic	Subject Matter Experts
1	eVA Reports/Advanced Topics	Gail Kemper/Shane Caudill
2	eVA Customer Care	Karen Barber
3	e-Procurement	Jon Hansen, Bob Sievert
4	Social Responsibility	Donna McCarthy
5	Spot Purchases	Glen Hinton, Ed Patterson
6	Printing	Warren Mitchell
7	Specifications	John Sheppard
8	Local Government	Debbie Field, Bob Pareene
9	Green Procurement	Scot Case
10	Professional Certifications	Norma Hall
11	Keeping an Even Keel	Val Walker
12	DMBE	Angela Chiang, Sam Hayes
13	SWaM Innovators	SWaM Innovator Award Winners
14	Energy	Bob Parolisi
15	VITA	J.B. Edmonds, Phil Pippert
16	eVA Business	Becky Barnett, Sharon Hartman
17	General Procurement - Policies/Issues	Ron Bell, Linwood Spindle
18	General Procurement - Policies/Issues	Eugene Anderson
19	General Procurement - Policies/Issues	Fran Finch, Paul Higgins

Table Talk Floor Plan

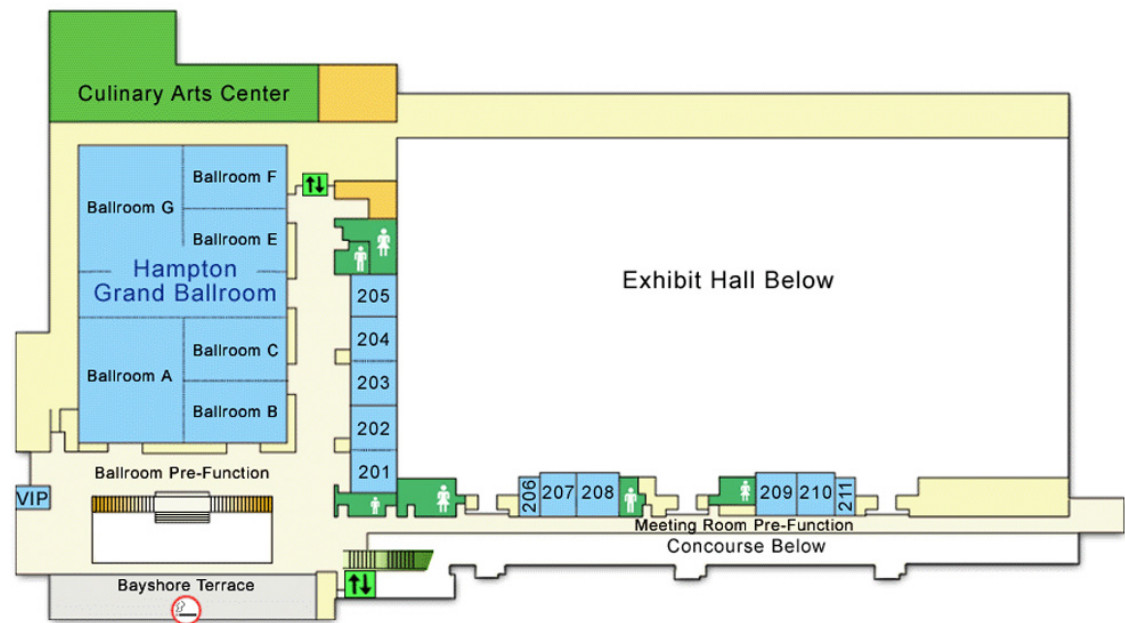
Exhibit Hall B



Convention Center Floor Plan - 1st Floor



Convention Center Floor Plan - 2nd Floor



Session Prizes

At every last session in each day's schedule, a drawing will be held to award a tin of Belmont Peanuts of Southhampton, a Virginia's Finest product. Tickets will be distributed at the beginning of the sessions. With 18 last sessions, there are many chances to win a tasty treat.



Monday Sessions

M01 – We Have to Stop Meeting This Way! – Five Tips for Adding Value to Your Meeting Time

Barbara E. Williams – Partner, Global Associates, Inc.

Are you spending time in meetings, yet failing to get the results you want? Do you hesitate to speak up when you have something to contribute? Are there meeting members who dominate, “wind-bag,” and/or criticize versus contribute? Would you like to experience more value-added meetings? A “yes” answer to any of these questions indicates a possible need to attend this program on mastering meeting dynamics. Please join us for a little self-evaluation and some valuable tips to make your meeting time more valuable and enjoyable.

M02 – Everything You Wanted to Know About eVA Business but Were ‘AFRAID’ to Ask

Rebecca Barnett, VCO – eVA Business Manager, DGS/DPS

Sharon Hartman, VCO, VCCO – Deputy eVA Business Manager, DGS/DPS

This informative session will:

- Present the eVA Business Plan as required by the Governor’s Leadership Communiqué;
- Review change order requirements/ad hoc vendor order procedures;
- Review the eVA Utilization Dashboard;
- Walk through the eVA Billing Portal;
- Show what your vendors see, and;
- Provide helpful hints for buyers on how to reduce agency eVA fees.

M03 – SWaM Round Table

Ron Bell, CPCM – Director, Division of Purchases and Supply, Department of General Services

Samuel Hayes, III, PE – Director, Department of Minority Business Enterprise

The Commonwealth’s SWaM program continues to evolve as we face the on-going challenge of enhancing supplier diversity in procurement. This session is structured as a round table discussion with two of the key individuals responsible for guiding the implementation of the SWaM program. We’ll examine issues such as reciprocity, price reasonableness and barriers for SWaMs in doing business with the Commonwealth, among others. Bring your questions, roll up your sleeves and prepare to dive into thoughtful discussion with our subject matter experts.

M04 – Social Responsibility and My Procurement Organization – What Is It and Why Should I Become Involved?

Dr. Donna McCarthy, CPPO, CPPB, C.P.M. – President, McCarthy & Associates, LLC

It is said that government should be run like a business; however, governments’ policies with regard to procurement do not include the socially responsible initiatives that you find in the private sector. Why is that? If Starbucks and Motorola, like most private sector companies, scrutinize their suppliers on human rights, packaging reduction and diversity, why is the public sector not doing the same? Buying green is just one of many factors associated with public procurement social responsibility (PPSR). Come find out how you can participate and how your agency scores on the PPSR Index.

Monday Sessions

M05 – How to Build a State Building

W. Michael (Mike) Coppa, RA – Director, Bureau of Capital Outlay Management, Department of General Services

Attend this session for an overview of how the Bureau of Capital Outlay Management fits within state government and its role in the construction of state buildings. You will learn about BCOM's statutory authority, policies and procedures, as well as its services for the review and approval of capital (building) construction scope, budget and building code compliance.

M06 – eVA Sandbox

Vicki Beasley, VCA – eVA Catalog Manager, DGS/DPS

Gail Kemper – eVA eMail & Reports Support Manager, DGS/DPS

Angel Rodriguez, VCO – eVA VBO & eProcurement Support Manager, DGS/DPS

Bob Sievert – eVA Director, DGS/DPS

Erikka Veney, VCA – eVA Quick Quote & Vendor Support Manager, DGS/DPS

Did you know eVA has a sandbox where we can evaluate emerging procurement technologies and get comfortable with system changes before implementation? Come join the eVA Core Team for a peek into the sandbox as we walk through some of the 'cool' changes we are working on and have planned for eVA.

M07 – All-Hazards Preparedness for State Agencies

Curtis Brown – Senior Special Assistant to the Governor, Office of Commonwealth Preparedness

This workshop will provide attendees with an overview of preparedness requirements and best practices for state agencies. Participants will receive insight on the qualifications and knowledge a quality contractor would provide to assist an agency in developing a successful preparedness program.

M08 – Progress Payments: Relief for Small Suppliers

Shirley McNutt, VCO, VCCO – Manager, Construction and Facilities Procurement, DGS/DEB

Progress payments are a form of government financing for fixed-price contracts that are provided in recognition of the need for working capital, for long lead items and work in-process expenditures. This session will explore the concept of progress payments as a strategy for working with small suppliers and discuss how to establish baselines and measurement methodologies against which progress payments can be requested and made.

M09 – Land Ho! - The Real (Estate) Story

Charles B. (Charlie) Hess – Director, Division of Real Estate Services, Department of General Services

This session will provide a brief overview of the Division of Real Estate Services, its mission and role with state agencies.

M10 – Anatomy of a Monster: The New Statewide Consulting Services Contracts

Paul R. Higgins, VCO – Manager, Services and Statewide Contracts, DGS/DPS

Matt Manion, C.P.M., VCO – Statewide Services Contract Officer, DGS/DPS

A real-life case study of how the Division of Purchases and Supply evaluated over 500 proposals to a single Best Value RFP solicitation. The awards created the first-ever statewide contracts for fifteen non-technology consulting categories now available to state agencies and other public bodies. Learn about the structure of the RFP, the evaluation and award of the proposals, and how the new contracts work.

Monday Sessions

M11 – APSPM and Vendor Manual Review: How the Waters Have Changed Since Our Last Voyage to Tide-water

Dennis Blackwell, VCO – Procurement Management Account Executive, DGS/DPS

Keith Gagnon, VCO – Procurement Management Account Executive, DGS/DPS

Keeping your everyday procurement practices up-to-date with changes issued through Procurement Information Memoranda (PIMs) and informing end users of updates to internal policies are important responsibilities of every public procurement body. This session will explore the changes to the Agency Procurement and Surplus Property Manual (APSPM) and Vendors Manual since the last Forum and provide you an opportunity to discuss any section of the manuals where you have questions or need clarification.

M12 – Benefits of eVA for Local Government

Debbie Field, VCO – Procurement Management Account Executive, DGS/DPS

Gail Kemper – eVA eMail & Reports Support Manager (Moderator), DGS/DPS

Torrey Miller – Administrator for Local Government, DGS/DPS

Robert Pareene, C.P.M., VCO – Procurement Management Account Executive, DGS/DPS

Come hear the eVA Local Government team share their experiences working with local officials, finance directors and procurement professionals who have rolled out eVA in their organization. Learn the benefits eVA can bring to your organization as well as the challenges it may present. The panel will demonstrate various eVA tools and you will learn how others have discovered extraordinary savings by utilizing these tools. You have nothing to lose but much to gain from using this free Internet-based procurement system – you can even sign up to use eVA's web-based tools after the seminar.

M13 – eVA's Horn Of Plenty

Deborah Hudson, VCA, e-Commerce Outreach Coordinator, DGS/DPS

Want to harvest new SWaM relationships? Explore eVA's bounty of purchase history and learn how to cultivate your crop of SWaM vendors with maximum yield. An inside look at eVA's powerful data warehouse with emphasis on SWaM reports.

M14 – Challenges of Intent

Paul R. Higgins, VCO – Manager, Services and Statewide Contracts, DGS/DPS

Join your peers in a team competition as we "Wheel" our way through the navigational challenges of the issue of "Intent", the Cornerstone of the procurement process, as set forth in the Virginia Public Procurement Act §2.2-4300 C. How do we get from here to there in the every day practice of procurement (A2V)? Which team can rise above the noise surrounding the issues of Intent and prevail to capture the GOAL!

M15 – Performance-based Contracting: The Good, the Bad, and the Lessons Learned

Patricia R. Locke, PhD – Consultant, The Locke Group, Inc.

Jacob A. Porter – State Special Facilities Program Manager, Virginia Department of Transportation

This informative and interactive seminar will enable you to:

- Define performance-based contracting.
- Determine the advantages and disadvantages of using performance-based contracting.
- Use VDOT's lessons-learned to jump-start your own performance-based contracting initiatives.
- Practice selecting appropriate types of procurement for performance-based contracting and identify the advantages and disadvantages of using performance-based contracting for your organization.
- Know where to find reference materials that will help you get started with performance-based contracting.

Monday Sessions

M16 – All Public Bodies' Energy Contracts

Charles Barksdale – Utilities and Performance Contracting Manager, Dept. of Mines, Minerals and Energy

Robert Parolisi, VCO – Statewide Services Contract Officer, DGS/DPS

Thomas R. (Tommy) Thompson – Manager, Virginia Energy Management Program, Department of Mines, Minerals & Energy

This session will present a review of energy contracts with emphasis on the new central procurement program for natural gas and non-transportation fuels scheduled for implementation in spring 2009. In addition, performance contracting and demand response will be discussed.

M17 – Green Energy Star Specifications

John W. Sheppard, VCO – Specification Engineer, DGS/DPS

This presentation will provide a detailed look at the Green and Energy saving issues. Green is not always energy saving and saving on energy may not help the planet. There is a wealth of information available on the issues and, where relevant, the discussion will be supplemented with appropriate facts and figures. The focus of the session is the science not the politics of green and energy saving initiatives. We've had enough politics this year already!

M18 – Who Wants to Be a VDC Expert?

Andrew W. (Andy) Repak, VCO – Director, Virginia Distribution Center, DGS/VDC

It's fun and exciting to play games and compete for prizes; who doesn't like to win just for demonstrating how much they know? Test your knowledge and maybe win a prize by playing the educational game show "Who Wants to Be a VDC Expert?" Join us for this session to show what you know about VDC and learn what you don't.

M19 – All Aboard! Buyers Set Sail to the Vendor Side of eVA

Erikka Veney, VCA – eVA Quick Quote & Vendor Support Manager DGS/DPS

You know what the buyer side of eVA looks like, but have you ever wondered about the vendor side? Come get an inside look at the vendor registration screens, learn how vendors update their accounts and how their registration settings can effect your procurements. We also will show you the Ariba registration vendors need to receive your orders electronically and the tools to help buyers locate vendors on eVA.



Monday Sessions

M20 – Navigating shifting tides...Another Pcard vendor?

Valerie J Smith, CPCP – Assistant Director, Charge Card Administration, Department of Accounts

Navigate over to our session to discuss the recent Request For Proposals for the Purchase and Travel Card programs as well as meeting some new crew members of the Charge Card Administration Team. We will map out our future and help you to navigate our next journey with charge cards.

M21 – The General Assembly and Procurement – What’s the Connection?

Pete Stamps, CPPPO, VCO – Procurement Management Account Executive, DGS/DPS

Sandra Gill, CPPB, VCO – Procurement Management Account Executive, DGS/DPS

It seems like about once a year, the Division of Purchases and Supply issues a Procurement Information Memorandum (PIM) that changes some aspect of Virginia’s public procurement processes. You may have wondered if we sit around and dream up this stuff to complicate your life, but there is a direct connection between guidance issued in the PIMs and actions taken by the General Assembly. Attend this session to learn how the Legislative process affects and impacts the Virginia Public Procurement Act and the Agency Procurement and Surplus Property Manual.

M22 – Procurement Management Review – BE PREPARED FOR YOURS

Maureen Daniels, VCO – Procurement Management Account Executive, DGS/DPS

Frank Denny, VCO – Procurement Management Account Executive, DGS/DPS

It’s not an AUDIT; it’s an opportunity to receive consultation and procurement management advice. This session will demystify a Procurement Management Review, answer common questions related to a review, provide information on what to expect, and provide advice on how to be better prepared for your next review.

M23 – eVA Update and User Group

Shane Caudill – eVA Deputy Director, DGS/DPS

Bob Sievert – eVA Director, DGS/DPS

The eVA User Group session continues to be a place and opportunity for you to help guide the eVA Team on where to focus our resources for issues and enhancements. Please join us for another interactive session to learn about the current plans for eVA and to voice your thoughts or concerns.

Tuesday Sessions

T01 – Keeping an Even Keel – Managing Tension on the Job

Val Walker – Author and Counselor

In just a few minutes, it's possible to "take the edge off" of our tension, even on the job. Val's enjoyable and relaxing presentation will guide you through proven techniques to calm, balance and center ourselves...each designed to work in less than two minutes of practice. These easy-to-use tension reducers work perfectly between phone calls, before meetings, or on lunch breaks, when we want to "regroup." We also will be provided with the latest findings on how to approach stress on the job, and learn what has worked best for most employees in the past five years at the workplace.

T02 – VITA Update: The NG Partnership and Statewide Contracts

J.B. Edmonds – Technology Purchasing Manager, Virginia Information Technologies Agency

Phil Pippert – Associate Director of Supply Chain Management, Virginia Information Technologies Agency

VITA will provide an update on new statewide contracts and upcoming statewide procurements. In addition, the NG Infrastructure Partnership will be discussed.

T03 – In a World Gone Green...Who Are You Going to Trust?

Scot Case – Vice President, TerraChoice Environmental Marketing, Inc.

Purchasers are being encouraged to buy more environmentally and socially responsible products, but what's the best way to identify them? What language needs to go into specifications? Are environmental standards helpful or are they just another way for manufacturers to promote their own products? Learn how to spot the "Six Sins of Green-washing," the all-too-frequent practice of providing false or misleading environmental information, and how to identify legitimate environmental standards and certification programs.

36

Session Descriptions

T04 – Getting the Most Out of Your Graphic Design and Communications Budget: Working with OGC

Paris Ashton – Creative Director, Office of Graphic Communications, Department of General Services

Learn how you can work with the Office of Graphic Communications, the mandatory source for graphic design, to save time and money. The session will include information about the design process, effective budget management and how to plan for all stages of development including print procurement and distribution methods.

T05 – Procurement Benchmarking, Business Processes and Key Performance Indicators – Revealed!

Dr. Donna McCarthy, CPPO, CPPB, C.P.M., Managing Director of the Procurement Management Assistance Program, National Institute of Governmental Purchasing

Just how is it possible to know you are doing a great job as a purchasing department? Who are you and how are you measured? Do you conduct your daily procurement business in accordance with best practices? How do you compare to your cohorts in cycle time, pCard usage or approval processes? Today's savvy Chief Procurement Officer (CPO) pulls regular reports, takes internal measurements and benchmarks their agency to those around and similar to them. Is this what you do as a CPO? Come find out how NIGP measures procurement performance, what benchmarks you should be asking for of your ERP system and how to tell if you are on the right track for efficient operations.



Tuesday Sessions

T06 – Enhancing the Outcome of Your Supplier Development Program – or Just How Do They Eat that Elephant?

Gloria Berthold – President, TargetGov

Let's turn the tables and see how a supplier who is a small business owner navigates the contracting maze, builds relationships and wins contracts. Where are the hazards, pitfalls and legal or language barriers? How can we create an environment that maintains integrity and still opens the door to opportunity? Hear straight talk from a business-woman who sees both sides of the table and gives you a refreshing insider's perspective of what works and what does not.

T07 – The Purchasing Professional – Making the Transition from a Functional Role Player to a Strategic Leader

Jon Hansen – Principal, Hansen Consulting and Seminars, Inc.

Procurement professionals are striving to establish their stake in the rapidly expanding role that procurement is playing within public sector organizations. From "bridging the communications gap" with finance to discussing the need for taking a more holistic view of the enterprise as a whole, this seminar will equip attendees with the tools that are necessary for them to become impact players within their organization.

T08 – Community College Integration

Sandra Gill, CPPB, VCO – Procurement Management Account Executive, DGS/DPS

This session is designed for Community Colleges that are preparing to integrate eVA into the AIS financial system; however, anyone wishing to understand more about the integration process with eVA is welcome to attend. We will focus on preparation for User Acceptance Testing (UAT). Discussions will highlight what UAT is and its purpose in the integration project. We also will discuss test scripts (what they are) and the key players who need to be involved in testing.

T09 – Fleet Forecast: "This Is Not Your Father's Oldsmobile"

Michael Biggs – Director, Office of Fleet Management Services, Department of General Services

Carl Loveland – Business Manager, Office of Fleet Management Services, Department of General Services

Participants will learn about several new Fleet initiatives including driver safety, rate changes, fuel monitoring, and vehicle replacement. The Oldsmobile may be no more but Fleet is going strong and leading the way with a forward looking agenda you will want to hear about at this informative session.

T10 – Smart Moves in Tight Times!

Georgiana Ball – Recycling & Surplus Specialist, Department of General Services

Kim T. Hayes – Marketing Manager, Surplus Property, Department of General Services

Surplus Property has always been a good value and makes more sense than ever in these tight budget times. In this session, we'll show you how to maximize tight budgets, provide an update on the different types of property available, and demonstrate how good asset management of your surplus materials and recyclables can bring Surplus revenue to your agency as well as conserve resources. Now that is a smart move!

Tuesday Sessions

T11 – Anatomy of a Monster: The New Statewide Consulting Services Contracts

Paul R. Higgins, VCO Manager – Services and Statewide Contracts, DGS/DPS

Matt Manion, C.P.M., VCO – Statewide Services Contract Officer, DGS/DPS

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T12 – Getting it Right...or is it Write? Writing Right!

Ron King, CPPB, CPPO, VCO – Director of Procurement & Support Services, Department of Agriculture & Consumer Services

This session will explore ways to identify and to correct some common deficiencies in our work-related writing tasks. The more clearly we can express ourselves, the more time we can save on clarifications, amendments or do-overs. Come prepared to share, think and write right!

T13 –Going to the Next Level in eVA

Shane Caudill – eVA Deputy Director, DGS/DPS

Do you aspire to be an eVA power-user? Attend this session for a view into critical but perhaps little-known parts of eVA – learn what can hold you back, what can impact you, and what may be stopping you from letting eVA take you to the next level.

T14 – GSA's State and Local Purchasing Programs

Robin Bourne – Director, Schedules Program Office, Federal Acquisition Services, General Services Administration

This session will provide highlights of GSA's State and Local Purchasing Programs, focusing on Disaster Recovery and Cooperative Purchasing under the Multiple Award Schedules program. The Disaster Recovery Purchasing Program allows access to all GSA schedules to support relief efforts in the wake of a Presidentially-declared disaster. The Cooperative Purchasing Program (COOP) permits access to over 5,000 information technology vendors offering both products and services.



Wednesday Sessions

W01 – Public Speaking – Not Worse Than Death

Alan H. Culpeper, CPPO, VCO – Director of Procurement, Culpeper County, Virginia

This workshop examines the basic foundation of Public Speaking skills for the procurement professional. This session will focus on making persuasive presentations while learning to gain credibility and confidence in the direction of delivering a successful presentation.

W02 – Everything You Wanted to Know About eVA Business but Were 'AFRAID' to Ask

Rebecca Barnett, VCO – eVA Business Manager, DGS/DPS

Sharon Hartman, VCO, VCCO – Deputy eVA Business Manager, DGS/DPS

This informative session will:

- Present the eVA Business Plan as required by the Governor's Leadership Communiqué;
- Review change order requirements/ad hoc vendor order procedures;
- Review the eVA Utilization Dashboard;
- Walk through the eVA Billing Portal;
- Show what your vendors see, and;
- Provide helpful hints for buyers on how to reduce agency eVA fees.

W03 – INVENTORY: Manage It or It Will Manage You!

Andrew W. (Andy) Repak, VCO – VDC Director, DGS/VDC

Inventory management is primarily about specifying the size and placement of stocked goods. Inventory management is required at different locations within a facility or within multiple locations of a supply network to protect the regular and planned course of production against the random disturbance of running out of materials or goods. In this session, you will learn effective tips for inventory management and control so you can manage your inventory – not be managed by it.

W04 – Just in Case: Exploring Legal Issues in Procurement

John Westrick – Senior Assistant Attorney General, Office of the Attorney General

Join this fun and interactive workshop to practice your skill at recognizing and avoiding legal pitfalls in procurement. The workshop will feature real-world scenarios that ended up sending some procurement officers on an unwelcome trip to their local courthouse or appeals board. We'll reveal the first half of these scenarios. Come join us in a friendly competition to role-play the second half and compare your results against what happened in the real world and at your colleagues' tables.

W05 – Financial Intelligence: Life Cycle Cost

Keith Gagnon, VCO – Procurement Management Account Executive, DGS/DPS

Enhance your financial intelligence at this session designed to provide an overview of life cycle cost calculations and methodology. You will learn the basic life cycle cost equation and discuss its application to procurement decisions.

Wednesday Sessions

W06 – Getting it Right...or is it Write? Writing Right!

Ron King, CPPB, CPPO, VCO – Director of Procurement & Support Services, Department of Agriculture & Consumer Services

This session will explore ways to identify and to correct some common deficiencies in our work-related writing tasks. The more clearly we can express ourselves, the more time we can save on clarifications, amendments or do-overs. Come prepared to share, think and write right!

W07 – What Method Is It?

Jan Giffin, CPPB, VCO – Procurement Management Account Executive, DGS/DPS

Are you buying goods? Are you buying services? Are you buying a combination of goods and services? Do you know which method to use? Do you know when to use an IFB or RFP? Is the vendor responsive and responsible? Come and learn about the differences between IFBs and RFPs. This session will assist you in determining which method to use.

W08 – Business Intelligence is Intelligent Business

Jon Hansen – Principal, Hansen Consulting and Seminars, Inc.

Procurement practices certainly can be complex, especially when you take into account the methods for assessing the risk versus return questions surrounding strategies such as strategic sourcing, compliance and warehousing. This advanced topic session is based on the concept that “Industrial Age approaches do not work in a knowledge-based world!” As eVA moves to incorporate Business Intelligence tools, procurement leaders will want to understand the concepts behind BI to support development of optimal business processes and to conduct effective benchmarking.

W09 – The Value of Professional Certification

Norma J. Hall, CPPO, CPPB, C.P.M. – Program Manager for the Materials Management Office, Division of the Budget and Control Board, State of South Carolina

In this session you will hear about the most current procurement certification programs and their value to the individual and their entity. The world of certification has recently seen some major changes and this presentation will cover those changes. There are many differences in certification programs and this session will identify those differences. Be informed so that you can make the right choice when it comes to deciding what type of certification you will seek.

W10 – A Prescription for Health – Procuring Health Benefits for State Employees

Dan Hinderliter, VCO – Director of Contracts and Finance, Department of Human Resource Management

Most state employees participate in the health benefits program but few are aware of what it takes to procure them. Take a fascinating behind-the-scenes look at the past, present and future of employee health benefits in the Commonwealth, with a particular focus on the procurement process as it relates to this complex program.



Wednesday Sessions

W11 – eVA Round Table

Karen Barber – eVA Customer Care, DGS/DPS

Vicki Beasley, VCA – eVA Operations & Catalog Manager

Shane Caudill – eVA Deputy Director, DGS/DPS

David Foster – eVA Web Master, DGSDPS

Deborah Hudson, VCA – eVA Outreach & Marketing Coordinator, DGS/DPS

Gail Kemper – eVA eMail & Reports Support Manager, DGS/DPS

Angel Rodriguez, VCO – eVA VBO & eProcurement Support Manager, DGS/DPS

Bob Sievert – eVA Director, DGS/DPS

Erikka Veney, VCA – eVA Quick Quote & Vendor Support Manager, DGS/DPS

This workshop will give you the opportunity to meet with the entire eVA Core Team. It will be an informal session with a separate area of the room set aside for each eVA team member where attendees can drop by to discuss any issue relative to that team member's part of eVA.

W12 – Contract 911

Valerie S. Deloach, CPPB, VCO – Contract Compliance Officer, DGS/DPS

Linwood Spindle, CPPB, CPPO – Deputy Director, DGS/DPS

Sometimes, despite best efforts and intentions, contract administration doesn't work out as planned. But help is available from the experts at Contract 911. Attend this session to hear a brief overview of contract administration and learn what areas of contracts generally require intervention. The new Procurement Complaint Form also will be discussed.

We Create, Manage and Produce. You Go On About Your Business.

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Virginia Institute of Procurement (VIP)

The Virginia Institute of Procurement (VIP) offers education and certification in public procurement to state and local procurement personnel. VIP also develops and delivers the annual procurement Forum on behalf of the Department of General Services, Division of Purchases and Supply. The Forum is a rich and rewarding learning event that provides up-to-date procurement information, an opportunity to listen to renowned professional speakers, and network with suppliers and fellow procurement professionals.

VIP currently offers two procurement certification programs: the Virginia Contracting Officer (VCO) program for complex procurements, and the Virginia Contracting Associate (VCA) program for small purchases. Since its introduction in 2006, the VCA program is being used increasingly as a stepping stone to support advancement from the small purchase level to complex procurements transacted at the VCO level. It is an ideal program for employees wishing to launch a career in procurement and VIP is seeing more and more position descriptions for buyer specialists and similar positions requiring VCA certification.

The Virginia Contracting Master (VCM), a third-level certification program focused on strategic skills needed for managing procurement at a senior level, is slated for completion next year and will be presented at the 2009 Forum.

Points awarded at the Forum 2008

Sunday Pre-Forum Session - .5 VCA/VCO point
A separate certificate will be issued for this event.

Forum 2008 - up to a maximum of 2.5 VCA/VCO points
Complete the Certification/Recertification Point Allowance Documentation to show the sessions you attended. This form is in Section Seven of the Program Guide.

When applying for recertification, complete a VCA/VCO recertification application and send a copy of the Certification/Recertification Point Allowance Documentation to VIP.

Continuing Education Hours

The procurement continuing education hours at the Forum are acceptable educational hours for national certification programs. Refer to your national certification association guidelines to determine how to translate your hours into points. Some certification programs do not recognize vendor Expo hours.



VIP 2009 Course Schedule



Month/Day	Class	Instructor
January		
6-8	VCA Program	DPS Staff
9	VCA exam	DPS Staff
12	VCA exam	DPS Staff
13	VCO Re-take exam	DPS Staff
February		
3-5	VCA Program	DPS Staff
6	VCA exam	DPS Staff
9	VCA exam	DPS Staff
18	Negotiations without Stress	DPS Staff
23	VCA Re-take exam	DPS Staff
March		
10-13, 23-29	VCO Program	DPS Staff
30	VCO exam	DPS Staff
31	VCO exam	DPS Staff
April		
7-10	VCA Program (Salem, Virginia)	DPS Staff
28	Financial Intelligence	DPS Staff
May		
5-7	VCA Program	DPS Staff
8	VCA exam	DPS Staff
11	VCA exam	DPS Staff
14	Informal RFP	DPS Staff
17	VCO Re-take exam	DPS Staff
June		
2-4	VCA Program	DPS Staff
5	VCA exam	DPS Staff
8	VCA exam	DPS Staff
23	Negotiations without Stress	DPS Staff

VIP 2009 Course Schedule



Month/Day	Class	Instructor
July		
August		
3	VCA exam	DPS Staff
5	APSPM Review	DPS Staff
11-13	VCA Program	DPS Staff
14	VCA exam	DPS Staff
17	VCA exam	DPS Staff
September		
8-11, 21-26	VCO Program	DPS Staff
28	VCO exam	DPS Staff
29	VCO exam	DPS Staff
October		
20-22	VCA Program.	DPS Staff
23	VCA exam	DPS Staff
26	VCA exam	DPS Staff
28	APSPM Review	DPS Staff
November		
15-18	2009 Forum	DPS Staff
December		
18	VCO Re-take exam	DPS Staff

eVA And VHDA: Improving Public Service Through e-Procurement

VHDA

“With Quick Quote, robust, detailed reporting for supplier diversity, green procurement, and state contract usage, eVA is taking VHDA from paper-based purchasing to a more streamlined, electronic procurement management system. With eVA, we have the freedom to focus more energy on our primary mission to help Virginians attain quality, affordable housing.”

Barbara Layman, CPPB, VCO
Procurement Manager
Virginia Housing Development Authority



eVA is free for local government. Almost 500 Virginia cities, towns, counties, public schools and other government entities are taking advantage of eVA. To sign up, go to www.eva.virginia.gov and click the “Sign Up” tab in the center of the home page. For additional information, email eVALocalGovtAdmin@dgs.virginia.gov or call 804-225-4087.

www.eva.virginia.gov

Speaker Directory

Paris Ashton	T04 - Getting the Most Out of Your Graphic Design and Communications Budget: Working with OGC
Georgiana Ball	T10 - Smart Moves in Tight Times!
Karen Barber	W11 - eVA Round Table
Charles Barksdale	M16 - All Public Bodies' Energy Contracts
Rebecca Barnett	M02 - Everything You Wanted to Know About eVA Businesss but Were 'AFRAID' to Ask
	W02 - Everything You Wanted to Know About eVA Businesss but Were 'AFRAID' to Ask
Vicki Beasley	M06 - eVa Sandbox
	W11 - eVA Round Table
Ron Bell	M03 - SWaM Round Table
Gloria Berthold	T06 - Enhancing the Outcome of Your Supplier Development Program - or Just How Do They Eat that Elephant?
Michael Biggs	T09 - Fleet Forecast: "This Is Not Your Father's Oldsmobile"
Dennis Blackwell	M11 - APSPM and Vendor Manual Review: How the Waters have Changed Since Our Last Voyage to Tidewater
Robin Bourne	T14 - GSA's State and Local Purchasing Programs
Curtis Brown	M07 - All-Hazards Preparedness for State Agencies
Scot Case	T03 - In a World Gone Green...Who Are You Going to Trust?
Shane Caudill	M23 - eVA Update and User Group
	T13 - Going to the Next Level in eVA
	W11 - eVA Round Table
Mike Coppa	M05 - How to Build a State Building
Alan Culpeper	W01 - Public Speaking - Not Worse Than Death
Maureen Daniels & Frank Denny	M22 - Procurement Management Review - BE PREPARED FOR YOURS
Valerie Deloach	W12 - Contract 911
Sandy Dumont	Dinner - Make a First and Lasting Impression
J.B. Edmonds	T02 - VITA Update: The NG Partnership and Statewide Contracts
Debbie Field	M12 - Benefits of eVA for Local Government
David Foster	W11 - eVA Round Table
Keith Gagnon	M11 - APSPM and Vendor Manual Review: How the Waters have Changed Since Our Last Voyage to Tidewater
	W05 - Financial Intelligence: Life Cycle Cost



Speaker Directory

Jan Giffin	W07 - What Method Is It?
Sandra Gill	M20 - The General Assembly and Procurement - What's the Connection?
	T08 - Community College Integration
Norma Hall	W09 - The Value of Professional Certification
Jon Hansen	General Session Yes Virginia! There is More to e-Procurement than Software
	T07 - The Purchasing Professional - Making the Transition from a Functional Role Player to a Strategic Leader
	W08 - Business Intelligence is Intelligent Business
Sharon Hartman	M02 - Everything You Wanted to Know About eVA Businesss but Were 'AFRAID' to Ask
	W02 - Everything You Wanted to Know About eVA Businesss but Were 'AFRAID' to Ask
Kim Hayes	T10 - Smart Moves in Tight Times!
Sam Hayes	M03 - SWaM Round Table
Charlie Hess	M09 - Land Ho! - The Real [Estate] Story
Paul Higgins	M10 - Anatomy of a Monster: The New Statewide Consulting Services Contracts
	T11 - Anatomy of a Monster: The New Statewide Consulting Services Contracts
	W14 - Challenges of Intent
Dan Hinderliter	W10 - A Prescription for Health - Procuring Health Benefits for State Employees
Deborah Hudson	M13 - eVA's Horn of Plenty
	W11 - eVA Round Table
Gail Kemper	M06 - eVa Sandbox
	M12 - Benefits of eVA for Local Government
	W11 - eVA Round Table
Ron King	T12 - Getting it Right...or is it Write? Writing Right!
	W06 - Getting it Right...or is it Write? Writing Right!
Patricia Locke	M15 - Performance-based Contracting: The Good, the Bad, and the Lessons Learned
Carl Loveland	T09 - Fleet Forecast: "This Is Not Your Father's Oldsmobile"
Matt Manion	M10 - Anatomy of a Monster: The New Statewide Consulting Services Contracts
	T11 - Anatomy of a Monster: The New Statewide Consulting Services Contracts
Donna McCarthy	M04 - Social Responsibility and My Procurement Organization - What Is It and Why Should I Become Involved?

Speaker Directory

Donna McCarthy	T05- Procurement Benchmarking, Business Processes and Key Performance Indicators - Revealed!
Shirley McNutt	M08- Progress Payments: Relief for Small Suppliers
Julio Melara	Opening Session- Excelling and Enduring in a Changing World
Torrey Miller	M12- Benefits of eVA for Local Government
Bob Pareene	M12- Benefits of eVA for Local Government
Bob Parolisi	M16- All Public Bodies' Energy Contracts
Phil Pippert	T12- VITA Update: The NG Partnership and Statewide Contracts
Jacob Porter	M15- Performance-based Contracting: The Good, the Bad, and the Lessons Learned
Andy Repak	M18- Who Wants to Be a VDC Expert?
	W03- INVENTORY: Manage It or It Will Manage You!
Angel Rodriguez	M06- eVa Sandbox
	W11- eVA Round Table
John Sheppard	M17- Green Energy Star Specifications
Bob Sievert	M06- eVa Sandbox
	M23- eVA Update and User Group
	W11- eVA Round Table
Valerie Smith	M20- Navigating shifting tides...Another Pcard vendor?
Linwood Spindle	W12- Contract 911
Pete Stamps	M21- The General Assembly and Procurement - What's the Connection?
Tommy Thompson	M16- All Public Bodies' Energy Contracts
Erikka Veney	M06- eVa Sandbox
	M19- All Aboard! Buyers Set Sail to the Vendor Side of eVA
	W11- eVA Round Table
Val Walker	T01- Keeping an Even Keel - Managing Tension on the Job
Joe Watson	Luncheon
John Westrick	W04- Just in Case: Exploring Legal Issues in Procurement
Barbara Williams	Pre-Forum Seminar What Bird Are You? Relationship Strategies: The Art of Communication
	M01- We Have to Stop Meeting This Way! - Five Tips for Adding Value to Your Meeting Time



DPS Staff



50

More Information

Note: To reach DPS staff members by email, use their first and last name as follows

firstname.lastname@dgs.virginia.gov